

## Job Aid:

### How to Create a Bid Amendment

#### This Job Aid shows how to:

Create a Bid Amendment for the following information:

- Changing Bid Dates
- Changing Quantity
- Adding or removing attachments
- Adding Bidder notifications

#### Of Special Note:

Bids are documents used to request price quotes from potential vendors for goods, services, contracts and opportunities. At times, it is necessary to amend/edit a bid once created. This job aid will walk through the process of creating a bid amendment.

#### Screenshot



#### Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bs/> in the Browser

Enter your Login and Password; click the **Login** button on the COMMBUYS Login page.

2. Upon successful login, if you have multiple roles in COMMBUYS select the **Basic Purchasing** role on the upper right side of the page.

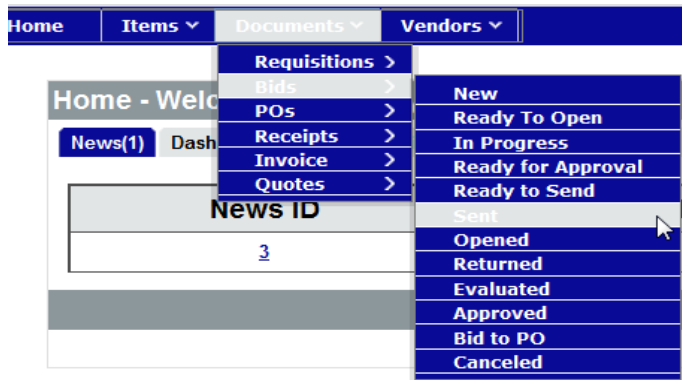
Note: If you only have one user role, Basic Purchasing, no tabs display.



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#### Screenshot



#### Directions

3. From the Navigation Bar, select **Documents > Bids > Sent**.

4. Locate the Bid to amend and click on the **Bid #** (blue hyperlink).

#### Bids - Sent

Bid(5)

Bid #	Organization	Buyer	Description
<a href="#">00000132</a>	Operational Services Division	Buyer Buyer	do an bid amendment
<a href="#">00000131</a>	Operational Services Division	Buyer Buyer	blanket
<a href="#">00000067</a>	Operational Services Division	Buyer Buyer	releast req
<a href="#">00000066</a>	Operational Services Division	Buyer Buyer	Shelter Supplies
<a href="#">00000056</a>	Operational Services Division	Buyer Buyer	Quick Buy Requisition

5. The bid opens to the **Summary** tab.

Click on the **Amendments** tab.

Open Market Bid 00000132

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

<b>Bid Number:</b>	00000132	<b>Description:</b>	do an bid amendment
<b>Purchaser:</b>	Buyer Buyer	<b>Minor Status:</b>	
<b>Organization:</b>	Operational Services Division	<b>Department:</b>	00100 - PETS PLUS
<b>Fiscal Year:</b>	14	<b>Allow Electronic Quote:</b>	Yes
<b>Show On Web:</b>	Yes	<b>Available Date:</b>	01/09/2014 04:37:00 F
<b>Bid Opening Date:</b>	01/09/2014 06:00:00 PM	<b>Purge Date:</b>	
<b>Bid Type:</b>	Open Bid	<b>Informal Bid:</b>	No
<b>Control Code:</b>		<b>Estimated Cost:</b>	\$1,050.00
<b>Alternate ID:</b>		<b>Purchase Method:</b>	Open Market

6. The **Amendments** tab displays.

Click the **Create Bid Amendment** button.

Open Market Bid 00000132

General Items Address Accounting Routing Attachments Notes Bidders Questions **Amendments** Q & A Reminders

There are no bid amendment for this document.

Create Bid Amendment

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#### Screenshot

**Bid Amendment - Open Market Bid 00000132** Status: 285 - Sent

[General](#) [Items](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Bid Number: 00000132 Description: do an bid amendment  
 Status: 285 - Sent Purchase: Buyer, Buyer  
 How Solicited: Email Type Code: 2014  
 Department: 00100 - PETS PLUS Fiscal Year: Operational Services Division  
 Location: 100 - BOS-PP Organization: ☒  
 Show on Web: ☒ Allow Electronic Response: ☒  
 Required Date: Bid Opening Date: 01/09/2014 06:00:00 PM  
 Available Date: 01/09/2014 04:37:00 PM  
 Bid Type: Open Bid  
 Control Code: Informal Bid  
 Print Desc Detail: Estimated Cost: \$1,050.00  
 Purchase Method: Open Market Alternate ID:  
 Tax Rate: Solicitation Enabled: No  
 Item Single Award Only: ☐  
 Info Contact:  
 Pre-Bid Conference: (Max size: 250 characters)  
 Bulletin Desc:  
 Quote Notification: ☐  
 Date Last Updated: 01/09/2014 04:54:00 PM User last Updated: Buyer Buyer  
[Save & Continue](#)

#### Directions

7. The **Bid Amendment** General tab opens. There are four available tabs on the bid amendment.

- **General** – permits changes to available date, opening date, purchaser, contact, pre-bid conference information.
- **Items** – changes such as add or delete items, change amounts or prices
- **Attachments** – add or remove files
- **Summary** – review and resubmit bid for approval

Go to the appropriate tab and make changes as necessary.

Click **Save & Continue** after changes are made before leaving the tab.

**Note:** In this example we will change the bid opening date to 01/10/2014 (to extend the Bid on COMMBUYS)

Click the Summary tab to review any bid changes.

**Bid Amendment - Open Market Bid 00000132**

[General](#) [Items](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Comment for the whole bid amendment:

**Header/Item Changes**

Modified Field	Item #	Description
Bid Opening Date	Header	Bid Opening Date changed from "01/09/2014 06:00:00 PM" to "01/10/2014 05:09:00 PM"
Invoice Method	Header	Invoice Method changed from "M3" to ""

Comment:

**i** After you click 'Apply Bid Amendment', all the changes will be updated in the real document and vendors will be notified if you choose to show some changes to vendor.

[Save & Continue](#) [Apply Bid Amendment](#) [Delete Bid Amendment](#)

8. The Summary tab provides a recap of any changes made to the Bid.

Enter any comments, if necessary, in the '**Comment for whole bid amendment**' text box.

If you are adding a new comment you must click **Save & Continue**. You can also make comments for each change.

Click the **Apply Bid Amendment Button** to save and apply the amendment to the bid.

**Note:** System approval is not required when applying bid amendments. Follow any internal approval processes as required.

## Job Aid:

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#### Screenshot

Open Market Bid 00000132

General Items Address Accounting Routing Attachments Note

Header Information

**Bid Number:** 00000132

**Purchaser:** Buyer Buyer

**Organization:** Operational Services Division

**Fiscal Year:** 14

**Show On Web:** Yes

**Bid Opening Date:** 01/10/2014 05:09:00 PM

**Purge Date:**

#### Directions

9. The Bid **Summary** tab reopens. Note the Bid Opening Date has been updated.

Bid amendment has been applied.

10. Also, note the amendment section of the Summary tab has been updated to include the changes the amendment applied to the bid, and the Amendment tab displays a (1).

Amendment #	Amendment Date	Amendment Note
1	01/09/2014 05:16:04 PM	Header 1: Bid Opening Date changed from "01/09/2014 06:00:00 PM" to "01/10/2014 05:09:00 PM". 2: Invoice Method changed from "M3" to "".